PURCHASING USER MANUAL

ENTERING FISCAL CODING ON A REQUISITION

INTRODUCTION

Depending on your agency’s process and the role you have been assigned by your administrator, you can click **Fiscal** next to a requisition on the **Status** screen or check the **Coding Info** check box on the **Requisitions** screen if you have completed itemization on the requisition.

A requisition must be authorized before fiscal coding can be completed. Fiscal coding can be entered and saved, but the requisition cannot be marked “Coding Complete” until it is authorized. NOTE: An agency’s Purchasing administrator may enable automatic authorization.

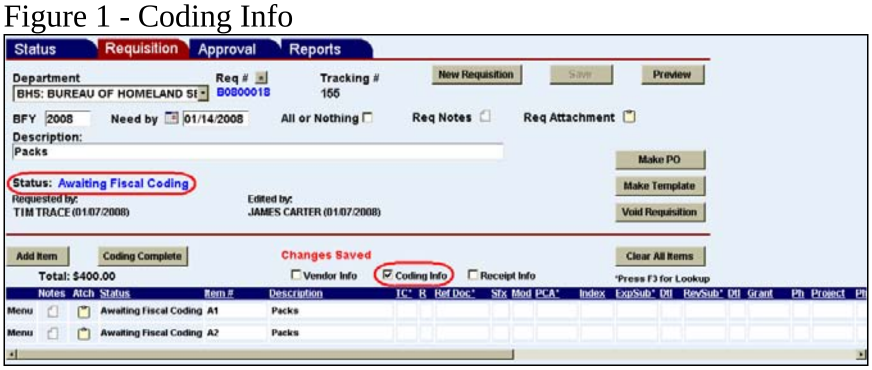
Required fiscal codes are based on the transaction code (**TC**) – whatever the transaction code requires will be required on the requisition.

TO ENTER FISCAL CODING

On the **Requisition** screen:

1. Check the **Coding Info** check box to display the fiscal code fields.

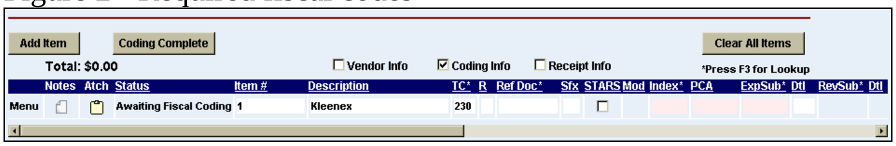
Figure 1 - Coding Info



2. If necessary, review the **Req Notes**, **Req Attachment**, or the line item **Notes** and/or attachments (**Atch**).
3. Enter the transaction code in the **TC** field. If you are not sure which transaction code to use, you can look up transaction codes and select one (see below).

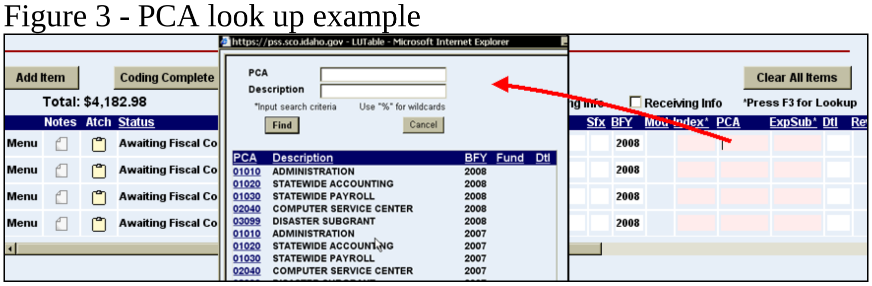
4. Press TAB or click into another field. Other fiscal code fields required by the TC will be highlighted in pink. You can save your work on the fiscal coding/distribution and finish the coding later. However, these fields will be required at the time the coding is marked as complete.

Figure 2 - Required fiscal codes



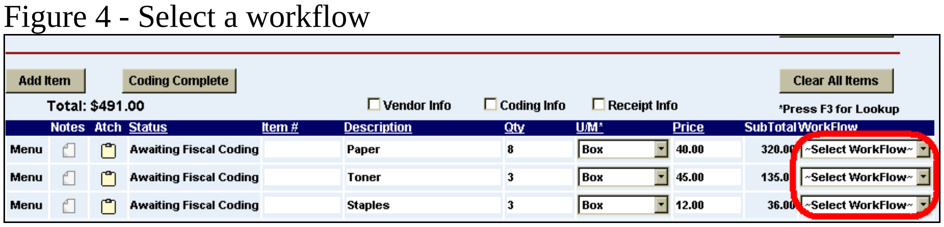
5. Complete the remainder of the fiscal coding (Index, PCA, subobject, etc). A fiscal code field that is designated with an asterisk (*) can perform lookups or validations. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3.
   a. In the look up window, enter any combination of search criteria (transaction code, PCA or Index, or whatever is applicable to the data element). You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).
   b. Click **Find**.
   c. Click the fiscal code you want to use. The distribution grid will be automatically populated with that code and any related fiscal codes.
   d. If you enter a fiscal code in one of these designated fields without using the look up, press TAB and the code will be validated. Invalid fiscal codes will be highlighted and an error message will be displayed.

Figure 3 - PCA look up example



6. If you haven't done so yet, uncheck the **Coding Info** check box and select a workflow from the **Workflow** drop down menu.

Figure 4 - Select a workflow



7. If needed for your agency's process, check the **Vendor Info** check box and enter a vendor name and address.
   - If you enter a valid vendor number and suffix, the application will look up and automatically enter the name and address.
   - You can enter an invalid vendor number/suffix, but you must then also enter a vendor name.

   The purchaser may add or update the vendor information with the actual vendor number and vendor name added by the purchaser when a purchase order is created.
8. When finished, click **Coding Complete**. Any missing or invalid fiscal codes will be highlighted.
9. The requisition will be ready for approval. Once the fiscal coding is complete, the requisition cannot be changed. A Purchaser can, however, make changes to the quantity, price, and unit of measure of individual line items.

ADDING OR DELETING LINE ITEMS

A fiscal coder can add or delete items to a requisition. On the **Requisitions** screen:

1. Click **Add Item**.
2. Enter a **Description**, quantity (**Qty**), unit of measure (**U.M.**), **Price**, and select a **Workflow**.
3. Click **Save**.
4. You will be prompted to enter the correct fiscal coding.

To delete a line item:

1. Click **Menu** next to a line item.
2. Click **Delete Line Item**.